

~~SECRET~~

SEQUENCE OF EVENTS CONCERNING THE COMMON INDEX NUMBER

	No. of Attachment	Date	Explanation	
1952	1.	15 Dec. 1952	[REDACTED]	25X1A9A
			Proposed use of the Office of Personnel number on all personnel and pay records	
1954	2.	2 Feb. 1954	Management to Security	
			Proposed use of a common index number for use only within the Agency, <u>not</u> used in correspondence, cables, or other forms of written or graphic material likely to be sent outside of the Agency.	
	3.	23 Feb. 1954	Security [REDACTED] to Management	25X1A9A
			Index numbers would be secure if used as described in reference and provided that:	
			"a. The index number is assigned only to staff employees.	
			"b. The index number is used only with true names."	
	4.	15 June 1954	TAS to Management	
			Outlined not plan and benefits of a common index number and recommended adoption of a number to be retained irrespective of pseudonym or aliases subsequently adopted.	
1955	5.	22 Feb. 1955	Management to TAS	
			Suggested a procedure, scope, and security factors.	
			Proposal was for use only in Fiscal and Personnel accounting and record-keeping purposes within the office of the Comptroller and Director of Personnel	
			Under no circumstances would it be used in connection with a true name on unclassified forms, correspondence, or cables, which go outside of the Agency, such as employee's earnings statements.	

Keep attachments together

Approved For Release

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No. of Attachment	Date	Explanation
1955 Cont'd.	1 Mar. 1955	Meeting held in Dep. Comptroller's Office Attended by Heads of Divisions of Office of Comptroller and representative of Management Staff. Decision was that unless the number could be adopted for 100 percent use it was not worthy of consideration. Proposal was rejected. (See comments of Comptroller on suggestion no. 2149, dated 24 Feb. 1956)
1957	Jan-Feb. 1957	A new study of the index number was undertaken by TAS as a result of the need demonstrated again in trying to correlate Personnel records to payroll records in order to obtain stateside address for employees to use on W-2's.
6.	10 Apr. 1957	Finance Division to TAS Commenting on a proposed plan for a common index number prepared by TAS.....(1) we favor the use of a common index number for staff employees provided security factors are resolved in such a manner as to permit use of the index number for all reference purposes without restriction except that all actions relating the number to true names or pseudonyms would necessarily be classified, and (2) we do not feel that the proposal with respect to the assignment of index numbers to agents is practicable for use by Finance Division and accordingly we recommend its rejection."
7.	12 July 1957	Deputy Comptroller to Management Staff Proposed a plan for a common index number for staff employees and recommended evaluation of effect it would have on added work in other components.
8.	15 Nov. 1957	Management Staff to Deputy Comptroller Replied in full accord with proposal of 12 July 1957

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No. of Attachment	Date	Explanation
1957 Cont'd.	9.	2 Dec. 1957 Comptroller to (Central Cover (Office of Security (" " Personnel
		Sent copies of memo of 12 July 1957 and reply of 15 Nov. 1957 indicating the plan proposed and requested concurrence.
10.	4 Dec. 1957	Cover Branch to Comptroller " no objection" endorsed on transmittal.
11.	19 Dec. 1957	Personnel to Comptroller Concurred
12	12 Dec. 1957	Office of Security to Comptroller Did not concur because of questions on use of pseudonym in correspondence, cables, etc. "a. Since the employee number will be used with the true name, the use of such number with the pseudonym could compromise the pseudonym; i.e., in event of loss of document, security violations, etc. "b. Pseudonyms are not constant and are frequently changed; therefore, it is felt that the change would be ineffectual if always followed by the same employee's index number." In view of the above, O/S did not concur in the use of the employee index number with pseudonyms. Other parts of the proposal were concurred in with the understanding that each additional proposed use of the index number would be cleared by that office.
13.	30 Dec. 1957	Chief, TAS to Comptroller Recommended adoption of the common index number for vouchered funds beginning with 1958. Finance Division problems would require further study and resolving security factors.

Concurred in by - Finance Div.
Fiscal Div.
Machine Rec. Div.

S E C R E T

	<u>No. of</u>	<u>Date</u>	<u>Explanation</u>
	<u>Attachment</u>		
1958	14.	17 Feb. 1958	Comptroller to Office of Security Requested permission to use the common index number on Form 456, statement of earnings for all employees paid from vouchered funds only.
	15.	13 Mar. 1958	Act. Dir. Security to Comptroller Concurred in request of 17 Feb. 1958 to use index number on Form 456.